

It's time to make a move

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Data administrator with French language

KONE provides innovative elevator and escalator solutions and comprehensive maintenance and modernization services. In 2017, KONE had annual net sales of EUR 8.9 billion and at the end of the year over 55,000 employees in close to 60 countries.

We believe in improving performance through inspiring, engaging and developing our people. Personal growth is strongly supported and there are versatile opportunities for career development.

Currently we are looking for administrative clerks and accountants to join our KONE Shared Service Centre in Bratislava.

Job description

- Create, maintain and administer data in SAP
- Ensure the data input is correctly completed
- Contact the French unit front officer for information or additional documentation when required
- Participation in team meetings, process analysis and improvement actions

Personality requirements and skills

- Active level of French language
- Experience in Finance/Administration/SAP is an advantage
- Efficient use of Microsoft Office
- Self-driven, punctual with attention to details
- Team-player, customer- oriented
- Active communication skills
- Loyalty and proactivity

We offer

- Basic wage component from 1000€/ month gross based on relevant experience and language skills
- International and professional environment
- Attractive package of benefits and bonus scheme
- Social and sport events on regular basis
- Great place to work
- Informal culture and friendly colleagues
- KONE trainings in various areas
- Promotion on performance/competence - based evaluation with transparency

In case of your interest in KONE please send your cv on barbora.rakytakomendak@kone.com